

Presentation Content Checklist

Name _____

Title and Date of Slide Show _____

Purpose of Slide Show _____

Intended Audience _____

Title Slide

Title is clear and easy to read.

Name of the slide show is written in two to five words.

Name of the slide show explains the purpose of the presentation.

Speaker is introduced.

Bulleted Slides

Bullets focus on key words and phrases.

Strong, active verbs are used in the text.

Each bulleted item is written in five to six words.

Each bullet slide contains no more than six lines of text.

Closing Slide

Slide reviews the main points.

Slide restates important specific points.

General Content

Slide show includes an interesting introduction.

Slide show includes the overall main points.

Slide show includes specific main points to support the overall main points.

Slide show includes a closing.

Slide show content is organized.